

DEPARTMENT OF THE ARMY
Missouri River Division, Corps of Engineers
P. O. Box 103, Downtown Station
Omaha, Nebraska 68101-0103

MRD-M 690-1-5

MRDPO

Memorandum
No. 690-1-5

31 January 1986

Civilian Personnel
PROFESSIONAL REGISTRATION OR CERTIFICATION

1. Purpose. This memorandum establishes procedures and responsibilities which will apply in officially recognizing employees who achieve professional registration or certification in occupational specialties.

2. Applicability. This memorandum applies to all Missouri River Division Office elements.

3. General. For many years the Missouri River Division Office has maintained a display board in the main lobby which lists the names of employees who have achieved professional registration as engineers, architects, attorneys, and realtors. As a result of a Division Office survey, the following organizations were identified as appropriate additional licensing or certifying bodies:

<u>Organization</u>	<u>Registration/Certification</u>
a. American Society of Safety Engineers	Certified Safety Professional
b. National Contract Management Association	Certified Professional Contracts Manager
c. American Institute of Certified Public Accountants	Certified Public Accountant
d. Institute of Internal Auditors	Certified Internal Auditor
e. American Fisheries Society	Certified Fisheries Scientist
f. National Institute on Government Purchasing	Certified Public Purchasing Officer
g. American Institute of Real Estate Appraisers	Member of Appraisal Institute
h. Appropriate State Board	Registered Geologist
i. Appropriate State Board	Registered Land Surveyor
j. American Board of Industrial Hygiene	Certified Industrial Hygienist

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k. Appropriate State Board	Engineer in Training
l. American Association of Cost Engineers	Certified Cost Engineer
m. Society of American Value Engineers	Certified Value Engineer
n. Institute for the Certification of Engineering Technicians	Certified Engineering Technician
o. Institute for Certifying Secretaries	Certified Professional Secretary
p. Public Relations Society of America of America	Accreditation from Public Relations Society

4. Responsibilities.

a. Employees.

(1) Become acquainted with the requirements for registration or certification and pursue appropriate training and development opportunities, if required.

(2) Immediately notify supervisor when registration or certification has been obtained.

b. Supervisors.

(1) Encourage employees to achieve appropriate registration or certification.

(2) Notify MRDPO of additions, deletions, or changes to organizations listed in paragraph 3 above.

(3) Apprise MRDPO and MRDAS of names of employees who obtain registration or certification.

c. Servicing Personnel Office.

(1) Maintain current information on registration and certification procedures.

(2) Provide assistance to supervisors and employees on available developmental opportunities.

(3) Notify MRDAS when a registered or certified employee terminates employment with the Missouri River Division Office.

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d. Office of Administrative Services.

(1) Update the display board in the lobby to include all registered and certified employees in the categories listed in paragraph 3 above.

(2) Keep board current and accurate by posting all additions and deletions.

FOR THE COMMANDER:

/s/

LEE W. TUCKER
Colonel, Corps of Engineers
Deputy Commander

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